
Terms of Reference for the PACAR First Year Transition Working Group

1. Purpose and Objectives:

The purpose of the First Year Transition Working Group is to advise on the development of a comprehensive transition year experience aimed at enhancing the academic success and community integration and address the specific transition needs of historically underserved groups at StFX University. The committee will work collaboratively with the First Year Experience Working Group to ensure that the program is inclusive, evidence-based, and aligned with the university's commitment to diversity, equity, and student success. The committee shall work within the scope of the priorities and the learning outcome frameworks of the Student Experience and Opportunity and Academic Plans with diverse representation, including members from historically and currently marginalized and excluded groups.

2. Responsibilities:

The committee's responsibilities include but are not limited to:

- Review current approaches to university transition at StFX and advise further needs and approaches for historically and currently marginalized and excluded groups and an implementation strategy that considers student needs, evidence-informed practices, and community engagement.
- Develop and guide a transition approach for Mi'kmaw, Indigenous, and Black high school students, ensuring accessibility and community connection.
- Advise on a project proposal for a cohort program in nursing. Collaborate with relevant academic and student services departments to align program components and resources.
- Reporting progress and outcomes to Executive Sponsors and consult with and update PACAR, Chairs and Coordinators, and Students Services professionals.

3. Membership:

The Working Group shall consist of representatives from the following areas:

- Academics (Faculty members and academic advisors):
- Historically and currently marginalized and excluded groups (Staff, Faculty, Student representatives, community partners)
- Student Representatives
- [Representative from Recruitment](#)

4. Meeting Frequency:

The committee shall meet on monthly, with additional meetings as necessary

5. Reporting:

The committee chair (s) shall provide regular updates for the PACAR Co-Chairs and Committee including progress updates, participant engagement metrics, and program impact assessments.

7. Duration:

The committee's duration shall initially be for a three-year term.

8. Conclusion:

This Terms of Reference outlines the committee's purpose, responsibilities, membership, reporting structure, KPIs, and duration. The committee's efforts will contribute to fostering a more inclusive and supportive academic environment for historically underserved groups.